



NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

22 August 2003

MEMORANDUM FOR NATIONAL BOARD MEMBERS  
CAP-USAF LIAISON REGION COMMANDERS

FROM: CAP/CC AND CAP-USAF/CC

SUBJECT: Role and Authority of the National Operations Center

1. With ten months of experience under our belts, it's clear that the Civil Air Patrol National Operations Center (NOC) is coming into it's own as a central "one stop shopping" place for mission numbers and operational questions. Our Federal, state, and other agency customers appreciate the service the NOC provides, and your efforts to work with NOC personnel are appreciated. As the NOC matures and activity increases, several of you have asked for guidelines on NOC operations, and that's the purpose of this letter. By joint agreement between the CAP/CC and CAP-USAF/CC, all requests for the following missions should be directed to the National Operations Center (NOC):

- a. ALL counterdrug missions (actual & training).
- b. Homeland security (HLS) missions (actual only, not training).
- c. National special security event missions.
- d. Missions directed by a national, USAF-approved MOU.  
National Weather Service, Salvation Army, American Red Cross, Federal Emergency Management Agency, United States Coast Guard Auxiliary and other federal agencies.
- e. Missions for federal, state and local agencies being executed without a USAF approved MOU.
- f. Non-CAP passenger missions (USAF & Corporate requests).
- g. Flight Academies (academies will be approved as an activity, not flight by flight).
- h. Missions in support of military base commanders (e.g. low-level route and perimeter surveys).

2. The NOC is required, except under some emergency situations, to receive a written mission request from the agency or customer (email, fax or letter) before the request may be forwarded to CAP-USAF for approval. When the request has been approved, the NOC will then issue mission numbers for ALL categories above. USAF mission approval criteria remains unchanged. The intent of this new application procedure is to simplify the current process by routing, as much as possible, requests for USAF approval through one addressee, the NOC. For clarification, the flight release process has not changed and the approval process for some missions remains unchanged.

3. We perform our missions in a changing world and expect new, but not presently identified, operational requirements will require changes in how we do business. As procedures are changed, they will be included in the next revision of the appropriate CAP and CAP-USAF regulations. If you have any questions concerning these instructions, please contact the NOC at [opscenter@cap.gov](mailto:opscenter@cap.gov) or via phone at (888) 211-1812. Thank you for your support and volunteer service!

RICHARD L. BOWLING, Maj Gen, CAP  
Commander

GEORGE C. VOGT, Col, USAF  
Commander

cc:  
CAP/EX/XP/DO/GC/LM  
CAP-USAF/CV/XO/JA  
AF/XOH/XOHA  
1AF/DO/XP  
AFRCC/CC  
AFNSEP/CC